

Volume No. 3 – Automated System Applications	TOPIC NO.	70260
Function No. 70200 —CARS	TOPIC	CARS REPORTS
	DATE	MARCH 2003

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Overview

Introduction

The Commonwealth Accounting and Reporting System (CARS) generates in excess of 150 reports on a regular basis. Reports are generated to reflect Statewide or selected agency data on a weekly, monthly, quarterly, annually, and special request basis.

Options may be selected for the level of detail and the reporting period. About 70 CARS reports specifically address the informational needs most agencies encounter in performing their fiscal responsibilities. The remaining reports assist the Department of Accounts (DOA), Department of Planning and Budget (DPB), and others in monitoring the Commonwealth's financial position.

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About CARS Reports

CARS Report Numbers

CARS reports are identified by an ACTR or ACTB prefix, along with a four-digit number. The numbering sequence of the report is categorized based on the report content as follows:

Number Series	Type of Report
0100 – 0899	System and Accounting Control
0900	CARS Table Listings
1000	Fund Ledgers
1300	Document and Disbursement
1400	Expenditure
1500	FIPS/Locality Reporting
1600	Revenues/Deposit Certificates
2200	Project
3000	1099 Reporting

The request and generation of the ACTR reports is controlled by the CARS report request subsystem. ACTB reports are batch reports and are not controlled by the CARS report request subsystem.

CARS Report Options

Several CARS reports provide options allowing you to specify the desired sequence and accumulation of data. Most CARS reports contain a fiscal period option. The fiscal period option allows you to specify the fiscal period to be reported. The three fiscal period options are:

- current fiscal month,
- prior fiscal month, and
- prior fiscal year.

Refer to "Table of Reports" for a detailed listing of options available to the agencies.

CARS Report Request Subsystem

This allows DOA users to control generation of CARS reports. This subsystem allows you to request selected options of a report, fiscal period, and agencies or funds to include in the report. In this subsystem, CARS reports can be set for generation on a one time or recurring basis and at a specified frequency.

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About CARS Reports, Continued

CARS Standard Report Heading

Illustration 1 shows the layout of the CARS standard report heading. All CARS reports utilize this format. An explanation of the various elements appearing on the standard report heading follows.

Illustration 1

CARS Standard Report Heading

ACTR 1419 OPTIONS: A2 B1 C1 D2 COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS AGENCY NO: 000
MONTHLY FUNDING ANALYSIS OF APPROPRIATIONS ALLOTMENTS AND EXPENDITURES PAGE: 1
(PM)-CYCLE M AS OF 10/31/2002 REQUEST NO. ACTR1419 D 00
RUN DATE 11/19/2002 12:02 A.M.

Report Area	Description
Report Number	CARS report number (“Report Numbers”)
Option	CARS report option (See “CARS Report Options”). Option is indicated by a letter, A through F, and a number, 1 through 4.
System Name	System generating the report.
Agency No.	Agency whose data is displayed. When agency number ‘000’ appears, the report is displaying Statewide data.
Frequency	Cycle period in which report is generated (e.g., daily, weekly, monthly).
Agency Name	Agency whose data appears on the report.
Agency Page	Page number.
Reporting Period	Financial period of the data included. <ul style="list-style-type: none"> • CM – current month • PM – prior month • PY – prior year
Cycle	Reporting cycle (“CARS Report Cycles”)
Report Title	Title corresponding to the report number/option combination.

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CARS Standard Report Heading (continued)

Report Area	Description
Report Page	Page number in relation to all of the pages included in the report regardless of the agency.
Run Date	Day and time the report was created from CARS data.
As of Date	Date through which data was included on the report. May be a Friday date for a weekly report or the last day of the month for a fiscal month close report.
Request No.	Reference number of the report request included in the CARS Report Requesting Subsystem (“CARS Report Request Subsystem”)

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CARS Report Cycles

Report cycles group reports together for a specific purpose, such as for the Comptroller's vendor debt setoff. Report cycles generate reports at a specific frequency. The frequency and/or purpose of the report cycles are shown below:

Report Cycle	Frequency	Comments
A	None	Used for special requests
B	Daily	
C	Daily	Comptroller's Debt Setoff
D	Daily	
E	Daily	
F	None	
G	None	
H	Special	November, December & January for Legislature
I	Quarterly	
J	Annually	1099 Year-End Reports
K	None	
L	None	
M	Monthly	Fiscal month end
N	Monthly	Fiscal month end
O	Monthly	Fiscal month end
P	Monthly	Fiscal month end
Q	Monthly	Fiscal month end
R	Monthly	Fiscal month end
S	Monthly	Fiscal month end
T	None	
U	Weekly	
V	Weekly	
W	Weekly	
X	Monthly	1099 Reports
Y	Annually	Fiscal year end
Z	Daily	VRS only

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About CARS Reports, Continued

Reports Distribution Management System

DOA utilizes the Mantissa Reports Distribution Management System (RDMS) to help expedite the distribution of CARS reports to state agencies. RDMS greatly reduces the manual handling in report distribution. RDMS automatically consolidates all reports for an agency into a packet addressed to the agency. Also, included in the packet is a manifest of the accompanying reports. To speed report distribution, RDMS can also route reports to printers on-site at an agency.

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Policy

Agency Report Receipt

1. All agencies must receive the following weekly and monthly reports.
Weekly reports are typically generated as of the close of business on Friday evening. Data on weekly reports may cross fiscal periods. **Monthly reports** are generated at the predefined fiscal month end close and usually only reflect activity for the previous fiscal month.

Weekly

Report No.	Option	Report Title
ACTR0107		Weekly Reconciliation Report of Transactions Not Posted in CARS
ACTR0401		Weekly Reconciliation Report of Transactions Posted in CARS
ACTR0402	B1	Trial Balance of General ledger Accounts by Agency/Fund Detail
ACTR0402	C1	Trial Balance of General Ledger Accounts by Agency/Fund Detail/Project
ACTR0462		Potential Fixed Asset Report
ACTR0463		Potential Fixed Asset Report – Selected Items
ACTR1303		Report of Checks Written
ACTR1408	A1	Statement of Appropriations, Allotments, and Expenditures – Operating
ACTR1408	A2	Statement of Appropriations, Allotments, and Expenditures – Non-Operating

Monthly

Report No.	Option	Report Title
ACTB1040		Fund Ledger Account Analysis by Agency/Fund Detail
ACTR0125		On-line Batch Header Listing
ACTR0402	B1	Trial Balance of General Ledger Accounts by Agency/Fund Detail
ACTR0402	C1	Trial Balance of General Ledger Accounts by Agency/Fund Detail/Project
ACTR1302		Checks to be Written – Payment Status of 1
ACTR1317		Document File Report by Agency/GLA
ACTR1408	A1	Statement of Appropriations, Allotments, and Expenditures – Operating
ACTR1408	A2	Statement of Appropriations, Allotments, and Expenditures – Non-Operating
ACTR1414		Expenditure Details by Program/Fund
ACTR1448		Reportable Employee Meals
ACTR1499	B1	Statement of Agency Operating Plans and Expenditures by Program
ACTR1499	B2	Statement of Agency Operating Plans and Expenditures by Project
ACTR1615		Revenue Transaction Detail by Source Code
ACTR1623		Deposit Verification Report
ACTR1624		Revenue Detail Report

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Policy, Continued

2. CARS reports are distributed to agencies on a

- Weekly
- Monthly
- Quarterly
- Annual basis.

Daily reports are not distributed to agencies unless the agency utilizes the remote print option discussed in "Printing of Reports at Agency Site."

3. Only one paper copy of a report is provided to an agency.

4. If an agency receives remote print ("Printing of Reports at Agency Site"), DOA does not provide report hard copies to the agency.

5. Thirty (30) days after month end close, DOA does not replace any weekly or monthly reports for that month.

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Procedures

Report Requests

You can request a standard report by completing a Report Request form (DA-03-196). Instructions are found on the form.

CARS reports that may be requested are located in the "Table of Reports."

CARS Report Packets

The CARS reports distribution packet contains

- a cover sheet on which the agency is identified
- report separator pages
- actual CARS reports
- a manifest for the packet
- a trailer page again identifying the agency.

Upon receipt of a CARS report packet, verify that all of the reports listed on the manifest are included in the packet.

What Do I Do if a CARS Report is Missing?

After verifying the manifest against the reports received and determining that a report listed on the manifest is absent, send a copy of the manifest along with a note identifying the missing report to

DOA Help Desk
☎ (804) 225-3042

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Table of Reports

General

This subsection assists agencies in identifying financial reports generated by CARS, which may assist in carrying out fiscal operations.

The report tables are guides to the various CARS reports. The CARS reports have been categorized into broad groupings, such as Expenditure/Disbursement, Revenues/Deposit Listing and, within each grouping, the major control totals or sorts of the data are indicated.

CARS reports can be requested on a daily, weekly, monthly frequency, or as a one-time special request.

Once a potential report is identified utilizing these tables, you will find an example in "Report Samples" using the corresponding exhibit number. "Report Samples" is sorted by numerical and alphabetical indices of the CARS Reports.

Note: Since CARS report numbers begin with 'ACT', this is omitted in the report number on the following tables.

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Expenditure/ Disbursement Reports

The following table lists the available Expenditure/Disbursement Reports:

*****Major Sub-Divisions*****							
ACT(X) Rpt. No.	Report Title Options	Actual/ Budget	Fund	Program	Project	Cost Object Code Code	Exhibit
B1485	Capital Outlay Projects				X		3
R1408	Statement of Appropriations, Allotments and Expenditures						29
	A 1 Operating	X	X	X			29A
	2 Capital	X	X		X		29B
	B 1 Operating - Control Agency	X	X	X			29C
	2 Capital - Control Agency	X	X		X		29D
R1414	Expenditure Details by Program-Fund Operating and Capital		X	X		X	30
R1419	Funding Analysis of Appropriations, Allotments and Expenditures						31
	A 1 Agency Select	Select these options individually or in combination to create a totally unique report.					
	B 1 Fund Select						
	C 1 Program Select						
	D 1 Project Select						
R1422	Receipts/Expenditures Non-Capital by Fund-Object	X		X			32
R1426	Agency Organization Expenditure Cost Code	X				X X	33
R1427	Agency Organization Expenditure Cost Code	X				X X	34
R1428	Expenditure Detail by Cost Code - Operating and Capital			X	X	X X	35
R1432	Agency Organization Expenditure Program	X		X		X X	36
R1433	Agency Organization Expenditures Program	X		X		X X	37
R1434	Agency Organization Expenditures Program - Roll Up Report	X		X		X X	38
R1435	Agency Organization Expenditures Program - Roll Up Report	X		X		X X	39
R1439	Agency Expenditure Funding Analysis						40
	A 1 Agency Monthly	X				X	
	2 Agency Year to Date	X				X	

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ACT(X) Rpt. No.	Report Title Options	Actual/ Budget	Fund	Program	Project	Cost Object Code Code	Exhibit
R1482	Object Codes Relating to Energy/Utility Use					X	42
R1484	Object Codes Relating to Information Management					X	43
R1498	Agency Budget Plans - Expenditures & Encumbrance Report						44
	A Agency Budget Plans						
	1 Program	X	X	X		X	
	2 Project	X	X		X	X	
R1499	Agency Operating Plans - Expenditures & Encumbrance Report						45
	A Agency Operating Plans						
	1 Program	X	X	X		X	45A
	2 Project	X	X		X	X	
	3 FIPS, Program	X	X	X		X	
	4 FIPS, Project	X	X		X	X	
	B Agency Budget Plans						
	1 Program	X	X	X		X	45B
	2 Project	X	X		X	X	45C
	3 FIPS, Program	X	X	X		X	
R1531	Agency FIPS Report						
	A 1 Agency	X	X	X	FIPS Code	X	46
R2210	Agency Project Report						59
	A 1 Agency	Select these options individually or in combination to create a totally unique report.					
	B 1 Project						
	2 Project, Task						
	3 Project, Task, Phase						
	C 0 No Cost Code						
	1 Cost Code						
R2220	Agency Project Report						60
	A 1 Agency	Select these options individually or in combination to create a totally unique report.					
	B 1 Project						
	2 Project, Task						
	3 Project, Task, Phase						
R2230	Project Status Report						61
	A 1 Agency						
	B 1 Project						
	2 Project, Task	Select these options individually or in combination to create a totally unique report.					
	3 Project, Task, Phase						
	C 0 No Fund Information						
	1 Fund Group						
	2 Fund Detail						
	D 0 No Programmatic Information						
	1 Program, Subprogram, Element						
	E 0 No Revenue Source/Object Code Information						
	1 Revenue Class/Major Object						
	2 Revenue Source/Object Code						

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Check/EDI Disbursement Reports

The following table lists the available Check/EDI Disbursement Reports:

ACT(X) Rpt. No.	Report Title Options	*****Major Sub-Divisions*****			Exhibit
		<u>Vendor</u>	<u>Batch ID</u>	<u>Due Date</u>	
R1302	Checks to be Written - Payment Status of 1		X		17
R1303	Report of Checks Written		X		18
R1305	Checks Written After Due Date		X	X	19
R1307	Report of Checks Written by Payee	X			20
R1308	Monitor Agencies Risk Threshold				21
R1310	Report of Payments Made – X Batches		X		22
R1448	Reportable Meals - Object Code 1287	X			41
R3005	Potentially Reportable & Reportable 1099 Reports	X			62
R3010	Detail Reportable 1099 Trans w/ Adj.	X			63
R3015	Reportable 1099 Transactions with Adjustments	X			64
B3035	Vendor Payments Subject to Information Returns Reporting	X			3A
B3040	Vendor Payments Subject to Information Returns Reporting by State	X			3B
B1360	Report of Federal Tax Payment Made Through CIPPS	X	X		2A
B1361	Report of Miscellaneous Federal Tax Payment Made Through EFTPS	X	X		2B

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Revenues/ Deposit Reports

The following table lists the available Revenues/Deposit Reports:

ACT(X) Rpt. No.	Report Title Options	*****Major Sub-Divisions*****				Exhibit
		Fund	Locality	Source	DC No	
R1603	Revenue Status Report			X		47
R1604	Statement of Cash Position of Funds A 1 Agency Distribution	X				48
R1615	Revenue Transaction Detail By Source Code	X		X	X	49
R1622	Deposit Certificate List				X	50
R1623	Deposit Verification Report		X		X	51
R1624	Revenue Detail Report By Agency	X	X	X		52
R1625	Cost Code Revenue Detail Report By Agency	X		X		53
R1671	Detail Agency Net Revenue Report	X		X		54
R1672	Federal Revenue Status Report			X		55
R1673	Net Revenue Fund Report	X		X		56
R1674	Agency Net Revenue Fund Report	X				57
R1679	Federal Revenue Detail Report By Agency	X	X	X		58

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Control Reports/ Transactional Listings

The following table lists the available Control Reports/Transactional Listings:

ACT(X) Rpt. No.	Report Title Options	*****Major Sub-Divisions*****				Exhibit
		Fund	GLA	DC No.	Batch ID	
B1040	Fund Ledger Account Analysis					1
	4 Fund Detail	X	X		X	
	5 Fund Detail for					
	Project's 10000 - 39999	X	X		X	
	6 Fund Group	X	X		X	
B1041	Fund Ledger Account Analysis					2
	4 Fund Detail	X	X		X	
	5 Fund Detail for					
	Project's 10000 - 39999	X	X		X	
	6 Fund Group	X	X		X	
R0107	Weekly Reconciliation Report of Transactions Not Posted				X	4
R0120	Data Transmittal Listing					5
	A Select Batch Status					
	A All				X	
	1 Agency Release				X	
	2 Pre-Audit Release				X	
	3 Agency Hold				X	
	4 Pre-Audit Hold				X	
	B Select Entry Source					
	A All				X	
	O On-line				X	
	I Interface				X	
R0125	Batch Header Listing					6
	A Select Batch Status					
	A All				X	
	1 Agency Release				X	
	2 Pre-Audit Release				X	
	3 Agency Hold				X	
	4 Pre-Audit Hold				X	
	B Select Entry Source					
	A All				X	
	O On-line				X	
	I Interface				X	

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ACT(X) Rpt. No.	Report Title Options	Actual/ Budget	Fund	Program	Project	Cost Code	Object Code	Exhibit
R0401	Weekly Reconciliation of Transactions Posted in CARS						X	7
R0402	Trial Balance of General Ledger Accounts							8
A 1	Agency/Fund Group/General Ledger Account			X	X			
2	Operating Only			X	X			
3	Capital Only			X	X			
B 1	Agency/Fund Group/Fund Detail/General Ledger Account			X	X			8A
2	Operating Only			X	X			
3	Capital Only			X	X			
C 1	Agency/Fund Group/Fund Detail/Project/General Ledger Account			X	X			8B
2	Operating Only			X	X			
3	Capital Only			X	X			
R0462	Potential Fixed Assets Report						X	9
R0463	Potential Fixed Assets - Selected Items Report						X	10
R1010	Responsible Agency Transaction Listing						X	15
R1101	Appropriation Allotment - Status Report							
A 1	Agency			X				16
R1317	Document File Report by Agency/GLA							23
A 1	Select GLA 101, Cash				X	X		23
B 1	Select GLA 103, Petty Cash				X	X		23
C 1	Select GLA 104				X	X		23
D 1	Select GLA 105, Travel Advances				X	X		23
E 1	Select GLA's 101, 103, 104, 105				X	X		23
R1340	Report of Possible Duplicate Invoices						X	28

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Table Listings The following is a listing of tables and available reports:

ACT(X) Rpt. No.	Report Title Options	*****Major Sub-Divisions*****	Exhibit
R0900	Descriptor Table Report A 1 List by Agency	Descriptor Table All--Agency Specific Tables D07--Fund Detail D09--Agency D10--Organization Level 1 D11--Organization Level 2 D12--Organization Level 3 D13--Organization Level 4 D18--Project Codes D19--Task Codes D20--Phase Codes	 11A 11B 11C 11D 11E 11F 11G 11H 11I
	A 2 List by Table	All--Agency Specific Tables D07--Fund Detail D09--Agency D10--Organization Level 1 D11--Organization Level 2 D12--Organization Level 3 D13--Organization Level 4 D18--Project Codes D19--Task Codes D20--Phase Codes	 11A 11B 11C 11D 11E 11F 11G 11H 11I
R0920	Cost Code Table Report	Cost Code	12
R0930	Project Code Table Report	Project Code	13
R0940	Vendor Edit Table Report A Report Layout 1 Vendor ID/Suffix 2 Vendor Sort Name	Vendor ID Vendor Sort Name	14

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Report Samples

Alpha Numeric Listing The following is an **alpha-numeric listing** of available CARS reports by Report Number.
Report samples located at the end of this topic.

Report Number	Report Title	Exhibit
ACTB1040	Fund Ledger Account Analysis	1
ACTB1041	Fund Ledger Account Analysis	2
ACTB1360	Report of Federal Tax Payments Made Through EFTPS	2A
ACTB1361	Report of Miscellaneous Federal Tax Payments Made Through EFPTS	2B
ACTB1485	Capital Outlay Projects	3
ACTB3035	Vendor Payments Subject to Information Returns Reporting	3A
ACTB3040	Vendor Payments Subject to Information Returns Reporting by State	3B
ACTR0107	Weekly Reconciliation Report of Transactions Not Posted in CARS	4
ACTR0120	Data Transmittal Listing	5
ACTR0125	Batch Header Listing	6
ACTR0401	Weekly Reconciliation Report of Transactions Posted in CARS	7
ACTR0402	Trial Balance of GLA Accounts	8A-8B
ACTR0462	Potential Fixed Asset Report	9
ACTR0463	Potential Fixed Assets – Selected Items	10
ACTR0900	Descriptor Table Report	11A-11I
ACTR0920	Cost Code Table Report	12
ACTR0930	Project Control Table Report	13
ACTR0940	Vendor Edit Table Report	14
ACTR1010	Responsible Agency Transaction Listing	15
ACTR1101	Appropriation Allotment – Status Report	16
ACTR1302	Transactions Awaiting Checkwrite	17
ACTR1303	Report of Payments Made	18
ACTR1305	Payments Written After Due Date	19
ACTR1307	Report of Checks Written by Payee	20
ACTR1308	Payment Stratification Report	21
ACTR1310	Report of Payments Made – X Batches	22
ACTR1317	Document File Report by Agency/GLA	23
ACTR1331	Vendor Payment File – Payment Status of 1	24
ACTR1332	Vendor Payment File – Aging by Due Date Payment Status 1	25
ACTR1334	Vendor Payment File – Payment Status 2	26
ACTR1335	Vendor Payment File – Aging by Due Date Payment Status 2	27
ACTR1340	Report of Possible Duplicate Invoices	28
ACTR1408	Statement of Appropriations, Allotments and Expenditures	29A-29D
ACTR1414	Expenditure Details by Program-Fund Operating and Capital	30

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Report Number	Report Title	Exhibit
ACTR1419	Funding Analysis of Approps, Allots and Expenditures	31
ACTR1422	Receipts/Expenditures Non-Capital Projects by Fund-Object	32
ACTR1426	Agency Organization Expenditures Cost Code	33
ACTR1427	Agency Organization Expenditures Cost Code	34
ACTR1428	Expenditure Details by Cost Code – Operating and Capital	35
ACTR1432	Agency Organization Expenditures Program	36
ACTR1433	Agency Organization Expenditures Program	37
ACTR1434	Agency Organization Expenditures Program – Roll Up Report	38
ACTR1435	Agency Organization Expenditures Program – Roll Up Report	39
ACTR1439	Agency Expenditure Funding Analysis	40
ACTR1448	Reportable Meals – Object Code 1287	41
ACTR1482	Object Codes Relating to Energy/Utility Use	42
ACTR1484	Object Codes Relating to Information Management	43
ACTR1498	Agency Budget Plans – Expenditures & Encumbrance by Programs	44
ACTR1499	Agency Operating Plans – Expenditures & Encumbrance by Program	45A-45C
ACTR1531	Agency FIPS Report	46
ACTR1603	Revenue Status Report	47
ACTR1604	Statement of Cash Position of Funds	48
ACTR1615	Revenue Transaction Detail By Source Code	49
ACTR1622	Deposit Certificate List	50
ACTR1623	Deposit Verification Report	51
ACTR1624	Revenue Detail Report By Agency	52
ACTR1625	Cost Code Revenue Detail Report By Agency	53
ACTR1671	Detail Agency Net Revenue Fund Report	54
ACTR1672	Federal Revenue Status Report	55
ACTR1673	Net Revenue Fund Report	56
ACTR1674	Agency Net Revenue Fund Report	57
ACTR1679	Federal Revenue Detail Report By Agency	58
ACTR2210	Agency Project Report	59
ACTR2220	Agency Project Summary Report	60
ACTR2230	Project Status Report	61
ACTR3005	Potentially 1099 Reportable Transactions by Control Agency	62
ACTR3010	Detail Reportable 1099 Trans with Adjustments	63
ACTR3015	Reportable 1099 Transactions with Adjustments	64

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Report Samples, Continued

Alphabetical Listing

The following is an **alphabetical listing** of available CARS reports by Report Title.

Report samples located at the end of this topic.

Report Number	Report Title	Exhibit
ACTR1498	Agency Budget Plans – Expenditures & Encumbrance by Programs	44
ACTR1439	Agency Expenditure Funding Analysis	40
ACTR1531	Agency FIPS Report	46
ACTR1674	Agency Net Revenue Fund Report	57
ACTR1499	Agency Operating Plans – Expenditures & Encumbrance by Program	45A-45C
ACTR1426	Agency Organization Expenditures Cost Code	33
ACTR1427	Agency Organization Expenditures Cost Code	34
ACTR1432	Agency Organization Expenditures Program	36
ACTR1433	Agency Organization Expenditures Program	37
ACTR1434	Agency Organization Expenditures Program – Roll Up Report	38
ACTR1435	Agency Organization Expenditures Program – Roll Up Report	39
ACTR2210	Agency Project Report	59
ACTR2220	Agency Project Summary Report	60
ACTR1101	Appropriation Allotment – Status Report	16
ACTR0125	Batch Header Listing	6
ACTB1485	Capital Outlay Projects	3
ACTR1625	Cost Code Revenue Detail Report By Agency	53
ACTR0920	Cost Code Table Report	12
ACTR0120	Data Transmittal Listing	5
ACTR1622	Deposit Certificate List	50
ACTR1623	Deposit Verification Report	51
ACTR0900	Descriptor Table Report	11A-11I
ACTR1671	Detail Agency Net Revenue Report	54
ACTR3010	Detail Reportable 1099 Trans with Adjustments	63
ACTR1317	Document File Report by Agency/GLA	23
ACTR1428	Expenditure Details by Cost Code – Operating and Capital	35
ACTR1414	Expenditure Details by Program-Fund Operating and Capital	30
ACTR1679	Federal Revenue Detail Report By Agency	58
ACTR1672	Federal Revenue Status Report	55
ACTB1040	Fund Ledger Account Analysis	1
ACTB1041	Fund Ledger Account Analysis	2
ACTR1419	Funding Analysis of Approps, Allots and Expenditures	31

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Report Number	Report Title	Exhibit
ACTR1673	Net Revenue Fund Report	56
ACTR1482	Object Codes Relating to Energy/Utility Use	42
ACTR1484	Object Codes Relating to Information Management	43
ACTR1308	Payment Stratification Report	21
ACTR1305	Payments Written After Due Date	19
ACTR0463	Potential Fixed Assets – Selected Items	10
ACTR0462	Potential Fixed Asset Report	9
ACTR3005	Potentially 1099 Reportable Transactions by Control Agency	62
ACTR0930	Project Control Table Report	13
ACTR2230	Project Status Report	61
ACTR1422	Receipts/Expenditures Non-Capital Projects by Fund-Object	32
ACTR1307	Report of Checks Written by Payee	20
ACTB1360	Report of Federal Tax Payments Made Through EFTPS	2A
ACTB1361	Report of Miscellaneous Federal Tax Payments Made Through EFPTS	2B
ACTR1303	Report of Payments Made	18
ACTR1310	Report of Payments Made – X Batches	22
ACTR1340	Report of Possible Duplicate Invoices	28
ACTR3015	Reportable 1099 Transactions with Adjustments	64
ACTR1448	Reportable Meals – Object Code 1287	41
ACTR1010	Responsible Agency Transaction Listing	15
ACTR1624	Revenue Detail Report By Agency	52
ACTR1603	Revenue Status Report	47
ACTR1615	Revenue Transaction Detail By Source Code	49
ACTR1408	Statement of Appropriations, Allotments and Expenditures	29A-29D
ACTR1604	Statement of Cash Position of Funds	48
ACTR1302	Transactions Awaiting Checkwrite	17
ACTR0402	Trial Balance of GLA Accounts	8A-8B
ACTR0940	Vendor Edit Table Report	14
ACTR1332	Vendor Payment File – Aging by Due Date Payment Status 1	25
ACTR1335	Vendor Payment File – Aging by Due Date Payment Status 2	27
ACTR1331	Vendor Payment File – Payment Status of 1	24
ACTR1334	Vendor Payment File – Payment Status of 2	26
ACTB3035	Vendor Payments Subject to Information Returns Reporting	3A
ACTB3040	Vendor Payments Subject to Information Returns Reporting by State	3B
ACTR0107	Weekly Reconciliation Report of Transactions Not Posted in CARS	4
ACTR0401	Weekly Reconciliation Report of Transactions Posted in CARS	7

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Distribution of Reports

Printing of Reports at Agency Site

Reports generated by CARS can be electronically transmitted to an agency printer (remote job site) for on-site printing and distribution.

The major advantage of remote job site printing and distribution is that reports are received by agencies one to two days sooner than those mailed from DOA.

Agencies desiring to receive reports electronically need the following:

- A dedicated access line to the Department of Information Technology (DIT), obtained through DIT's Telecommunications Branch.
- A printer capable for receiving CARS reports during and after normal business hours with the capacity to receive large print jobs.
- Procedures to ensure printed reports are properly distributed at the agency.

Contact the DIT Help Desk to obtain a "JES (Job Entry Subsystem) Remote Printer Definition." When DIT approves the agency as a remote print site and the requirements shown above have been met, send a written request to the DOA Systems Analysis and Programming Section.

The request should include:

- JES Remote Printer Identification provided by DIT, and
- Name of agency's system contact person.


Certain job parameters need to be modified and tested. A DOA systems analyst will be assigned to work with your agency contact during the systems modifications and testing to ensure that reports are properly printing at the remote job site. Upon acceptance of the test printing, modifications will be moved to production at DOA. Once completed, the agency is notified by telephone and with written confirmation from DOA that remote site printing will commence and the date of this conversion. And, DOA printing of CARS reports will stop.

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Notification of Address Changes It is the responsibility of the agency to notify DOA of changes in its mailing address, and any other change, which would affect the delivery of the reports. Notification should be sent to

DOA Help Desk
 (804) 225-3042

Contacts

DOA Contact **For ACTR 1448, ACTR 3005, ACTR 3010, and ACTB 3000 reports:**
State Payroll Manager
Voice: (804) 225-2373
E-mail: fas@doa.virginia.gov

For all other CARS reports:
Manager, General Accounting
Voice: (804) 225-2244
E-mail: gacct@doa.virginia.gov

For distribution of any CARS reports:
DOA Help Desk
 (804) 225-3042
E-mail: system@doa.virginia.gov

For remote site printing:
Manager, Systems and Programming
Voice: (804) 225-2371
E-mail: system@doa.virginia.gov
